

BUDGET OFFICER

NATURE OF WORK

This is highly responsible administrative and professional work directing and coordinating the activities of the Budget Division of the Finance Department.

Work includes responsibility for directing and coordinating the activities of the Budget Division. Work also involves the conduct and implementation of research findings which would lower costs and increase the effectiveness of municipal operations. This is accomplished by coordinating the construction and administration of the annual municipal budget; managerial, administrative, and program analysis in order to insure the most economical and efficient use of all resources available and recommending policies to carry out desired results. An employee in this class is expected to exercise considerable independent judgment and personal initiative in performing assigned duties within the framework of departmental policies. Supervision is received from the Finance Director with work being reviewed in the form of reports, conferences, and effectiveness of results obtained. Supervision is exercised over professional and clerical subordinates.

EXAMPLES OF WORK PERFORMED

Assists the Finance Director in analyzing and reconciling proposed expenditures with anticipated revenues; assists in the preparation and administration of the annual municipal budget; recommends improved methods of budget construction and administration; develops six-year forecast of City revenues and expenditures.

Directs and coordinates the activities of a professional staff engaged in administrative research and analysis, budget administration and preparation, and collection of data to be used in administrative planning, organization, and procedural analysis.

Assists the Finance Director in presenting the recommended budget to the Mayor and City Council for their review and consideration; supervises the preparation of necessary statistical data and supporting schedules and analyses of tentative budget appropriations and revenues.

Assists with the implementation and installation of new programs, procedures and methods of operation.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of the methods and procedures of the public budgeting process; extensive knowledge of the principles of management and organization as they pertain to the budgeting process.

Extensive knowledge of modern research systems, organization, management, and administrative analysis techniques.

Extensive knowledge of principles, practices and methods of municipal finance.

Thorough knowledge of programs, organization, and laws pertaining to municipal operations.

Ability to plan, assign, and coordinate the work of a professional and sub-professional staff engaged in budget and managerial analysis.

Ability to exercise objective judgment in the analysis, interpretation, and report of search findings.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with governmental officials, co-workers, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in business or public administration, public finance, accounting, economics or related field plus extensive experience in public budget, management, administrative and program analysis as well as finance, accounting and fiscal operations in a responsible supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in business or public administration, public finance, accounting, economics or related field plus considerable experience in public budget, management, administrative and program analysis as well as finance, accounting and fiscal operations; or any equivalent combination of training and experience which provides the desirable knowledges, abilities, and skills.

Approved by: _____
Department Head

Personnel Director

6/76

Revised: 9/86

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